

Position Announcement

The Pierce Conservation District seeks a Grant Management Specialist to assist in our efforts to establish healthy human and wildlife habitat in Pierce County.

The District was first established in 1948, and is a very popular and successful organization.

We receive funding from a variety of federal, state and local governmental sources. The District is blessed with fiscal stability, so long as we remain accountable for our spending.

We are a small staff of highly committed professionals. Ability to work well as a team member will be of paramount importance in selection.

The successful applicant will be able to perform complex data retrieval and verification, report assembly, and written and verbal presentation of information, while maintaining a cheerful and tactful composure.

Employment includes a competitive retirement and insurance package, annual training stipend, and membership in a caring, mutually supportive work team.

1011 East Main, #106
Puyallup, WA 98372

Pierce Conservation District

Grant Management Specialist

Position Announcement



Conservation • Development • Self Government

Position Closes: December 9, 2005

Join a Winning Team...

Duties:

The primary responsibility for this person is to assist in grant management and reporting. Primary tasks include report creation, graphic layout, and verification of partner agency financial and performance-based operational data.

This position features contact with District staff, many partner agency representatives, and presentation of reports and supporting information to the media, community leaders, and interested members of the public.



Submission Requirements

- Resume' (2 page maximum)
- 3 professional and/or academic references, with contact info
- Examples of previous information reporting work, actual or created for this purpose (10 page maximum)
- College (and relevant secondary school) transcripts



Our best asset is our ability to work with hundreds of Pierce County residents and agencies to improve the health of local communities

Qualifications

- Bachelor's degree in a compatible field of study, and;
- ...at least one year work experience in a field relevant to this job description
- knowledge of governmental or non-profit accounting systems and grant reporting processes
- Ability to present written information in attractive graphic formats when appropriate
- Valid driver's license & insurance
- Ability to work hard and have fun simultaneously

Compensation

- Hourly Pay Range: \$13.87 to \$15.22, DOQ
- Medical/Dental: Washington State Healthcare Authority
- Retirement: TD Waterhouse IRA
- Annual Training Stipend: \$2,000
- Membership on a winning team!



A variety of project activities are conducted by the District and its partners. A high level of financial accountability is of primary importance to us in the use of public funds .

Pierce Conservation District

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Puyallup, WA 98372

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